

SUPPLEMENTAL JOB DESCRIPTION

Classification: SENIOR MANAGEMENT ANALYST

Function Code: 8126-090

Position Title: Health Data Management Analyst

Date Established: 01/01/90

Position Number: 14698

Date of Last Amendment: 7/27/05

SCOPE OF WORK: To manage and perform research and analysis of health care delivery systems, cost and quality in New Hampshire for the Office of Medicaid Business and Policy (OMBP), evaluate how the Medicaid program and its providers compare to the rest of the health care system, and analyze the required data management systems.

ACCOUNTABILITIES:

- Analyzes and evaluates management methods, procedures and data management of OMBP administrative management.
- Advises OMBP staff about the selection of appropriate statistical techniques to analyze health data.
- Manages and performs research analysis of health care delivery systems, cost and quality in New Hampshire to support OMBP and Departmental initiatives.
- Evaluates how the Medicaid program and its providers compare to the rest of the health care system, and analyzes the required data management systems; key evaluation responsibilities of the position will be managing the ongoing evaluation and reporting on the quality of the Child Health Insurance Program (Q-CHIP) and providing analysis of the adequacy of Medicaid's health care delivery systems.
- Prepares policy analyses and written reports related to Medicaid and other departmental health programs and the New Hampshire health care system; Interprets data, prepares or supervises the preparation of OMBP analytical reports and papers on findings, and presents the papers and reports to appropriate audiences.
- Monitors the Medicaid program and other Departmental initiatives through analysis and evaluation of Medicaid and private payor claims data and population-based data.
- Assists in health care research and health planning activities; managing projects; and responding to ad hoc requests for data from both internal and external users.
- Assists in the selection of secondary data sets and reference materials for acquisition and coordinates their integration into Office health databases.
- Develops policy manuals and quality control procedures for data analysis and data reporting systems.
- Maintains an in-depth working knowledge of the databases in the Office, including establishing and maintaining working relationships with the responsible data collection organizations and agencies.
- Provides technical assistance to Department officials collecting or designing data collection activities, and consultation to governmental agencies and to the private sector on the interpretation and analyses of health data.

- Designs data collection strategies from primary data sources and coordinates their implementation with agency officials, Collaborates in the design and implementation of research projects and policy analyses at the Department and Office levels.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with a major study in public health, public administration, economics, business administration, mathematics, computer science, accounting, Epidemiology, health statistics, planning or related field.

Experience: Five years' experience performing management or health data analysis responsibilities, including duties related to staff development, economic planning, budget analysis, data management or other relevant areas. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

SPECIAL REQUIREMENTS: Preferred – quantitative and analytic capabilities including a knowledge in health services research methods and health policy, particularly in such areas as statistical theory and techniques, sources of social and economic information, cost benefit analysis and marketing techniques and concepts. Writing skills are also very important.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Christine Shannon, Administrator IV, #14772

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Andrew Chalsma, Administrator II, #12348

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved